

04-19

The Secretary of State presents his compliments to Their Excellencies, Messieurs and Mesdames the Chiefs of Missions and renews the Department's Circular Note 86-95, dated April 25, 1986, which stated that all tax-exemption cards, issued to eligible mission members and their dependents by the Office of Foreign Missions are to be returned to the Department upon the Office of Foreign Missions' request, or within 30 days following the termination of such individuals from their diplomatic assignments in the United States. If tax-exemption cards are not returned to the Department, the Office of Foreign Missions reserves the right to implement additional measures which will ensure compliance with the provisions of the tax exemption card program. These measures include the temporary suspension of issuing new tax-exemption cards. See 2.8 **Foreign Diplomatic and Career Consular Personnel in the United States: *Guidance for Administrative Officers*** (United States Department of State, January 6, 2004).

Article 39(2) of the Vienna Convention on Diplomatic Relations and Article 53 (3) of the Vienna Convention on Consular Relations provides that a departing

diplomat or consular officer's privileges and immunities cease "on expiry of a reasonable period" after the termination of employment. In accordance with that provision, Department of State policy allows outgoing diplomatic agents 30 days after termination before their privileges and immunities cease.

Tax-exemption cards should be delivered to the Office of Foreign Missions, located at 3507 International Place, NW Washington, DC 20522, or the nearest Office of Foreign Missions Regional Office. These offices are located in the cities of Chicago, Honolulu, Los Angeles, Miami, New York, and San Francisco.

Department of State,

Washington,

JAN 30 2004

A handwritten signature in black ink, appearing to be "L. S. 7" or similar, located to the right of the typed text.